

INSTRUCTION SHEET

Career Ladder Program Application Fiscal Year: 2006 – 2007

- All required application materials must be submitted to the State Board of Education's Career Ladder Advisory Committee (CLAC) by November 15, 2005.
- Submit one copy, black and white, 1" margins, minimum size 10 font and unbound.
- Indicate the name of your district on every page of the application.
- Applications missing required signatures will not be approved.
- Materials must be submitted in the order requested.
- Use headings to identify sections.
- Career Ladder Handbooks may be submitted electronically but applications, including all required signatures, must be submitted in hard copy format.
- Contact the Career Ladder Office at the ADE if you have questions or concerns regarding any part of the program application.
- The Board shall provide notice to applicants of approval or disapproval by February 15, 2006.
- If approved, funding will be distributed to districts beginning July of 2006.

For your convenience and reference, attached to this application is a document outlining relevant Career Ladder statutes and administrative code.

Career Ladder applications will be reviewed based on the following criteria:

1. COVER SHEET

Fill in all appropriate blanks and check each box that applies to your district's application. Be sure all required signatures are present before submitting your application to the CLAC. **Applications missing required signatures will not be approved.**

If your district is applying to maintain or create an additional incentive program, **attachment 9 must be completed.**

If your district is applying for a program waiver under A.R.S. § 15-918.03.5 a-d, please note that the Arizona Department of Education (ADE), Career Ladder division, **must be contacted prior** to a district submitting an application for the waiver. Applying for a waiver **does not** exempt annual application requirements. **Attachment 10 must be completed.**

2. STATEMENT OF ASSURANCE

Fill in all appropriate blanks and provide your district superintendent's signature. Applications with missing signatures will not be approved.

3. PROGRAM PARTICIPATION

Calculate all numbers as of November 1, 2005.

4. EXECUTIVE SUMMARY

The executive summary shall be **no more than three (3) pages**, and shall include the 13 categories listed on **attachment 4** in **brief** summary. Please use the categories as section headings within the executive summary.

5. PROGRAM EVALUATION, REVIEW, AND REFINEMENT

Include all information requested on **attachment 5**. Be sure that the information is consistent with Career Ladder goals and guidelines.

- A. Include a copy of the projected program revisions/refinements from your district's fiscal year **2005-2006** application. (*Previously referred to as program improvements*).
- B. Provide **brief** summaries of the progress to date on item A and your program evaluation activities and corresponding data since your last application.
- C. Summarize projected program refinements/revisions based on your evaluation activities and data.

6. ANALYSIS OF PUPIL PROGRESS

In this section (**attachment 6**), describe how your program supports the implementation of state and federal mandates using indicators of pupil progress. Include **district level AIMS data** (longitudinal, if available) in your discussion and provide an analysis of factors impacting the data.

7. BUDGET

Your budget will be reviewed for appropriate distribution. **The majority of the budget should be allocated to teacher addenda**, and allocated logically with respect to your operational plan.

Section I: Provide a line item budget to include:

- A. Item Description
- B. Previous year's **(2004-2005)** **budgeted** expenditures
- C. Previous year's **(2004-2005)** **actual** expenditures
- D. **Current** **(2005-2006)** year's operating budget
- E. Any brief, special notations to explain your line item

Example:

Item Description	2004-2005 Budgeted	2004-2005 Actual	2005-2006 Budget	Special Notations

Section II: In addition to the line item budget, Indicate on the sheet provided (**attachment 7**) the dollar amounts and percentages to be spent on the following items for the current year's (2005-06) budget:

- A. Teacher addenda
- B. Staff development
- C. Program administration, classified staff, and other costs
- D. Other administrator salaries

Section III: Additional Information

- A. Indicate carry over, in dollars and percents, from 2005-2006, and anticipated carry-over from 2006-2007. Provide explanations where necessary.
- B. Indicate and explain anticipated changes to the 2006-2007 budget.

8. MAINTENANCE OF PROGRAM REQUIREMENTS

Pursuant to A.R.S. § 15-918.02 every district is required to submit a current *program handbook highlighting the nine (9) areas outlined on **attachment 8**. Please use the sheet provided (**attachment 8**) to cite handbook page numbers for the listed requirements.

*Handbooks may be submitted electronically.

9. ADDITIONAL INCENTIVE

All initial or significant revisions of plans for an additional incentive component program must be approved by the state Career Ladder Advisory Committee prior to implementation. Approval may be requested at the time of yearly program re-approval or at a regularly scheduled advisory committee meeting. Initial or revised approved plans shall be effective the following fiscal year (by order of the State Board of Education, May 19, 1997).

- A. Provide a 2-3 page detailed description of all additional incentive program components as outlined on **attachment 9**.

-AND-

- A 1-2 page description of parental quality rating (**see attachment 9**).
- A 1-page summary explaining provisions for spending funds if schools do not achieve the incentive for this application year.

- B. Provide a separate line-item budget to include

1. Item description
2. **Current** year's operating budget

- C. In addition to the line-item budget, indicate on the sheet provided (**attachment 9**) the amounts and percentages of the following items for the current year's (2006-07) budget:

1. Career Ladder monies allocated to the Additional Incentive Component
2. Additional Incentive monies allocated for planning and development
3. Additional Incentive monies allocated for staff development

10. WAIVER

The intent of the waiver process is to give districts time to make major revisions to one or more components of a Career Ladder Program per year while maintaining the previous Career Ladder plan. It is strongly suggested that a district **not** make major revisions to the entire plan in one year.

Pursuant to A.R.S. § 15-918.03.5, in order for a waiver to be granted, the district must provide Documentation as outlined on **attachment 10**.

- A. To apply for a waiver submit the following:

1. A complete re-application packet
2. A brief explanation of the waiver request (**see attachment 10**)
3. Requested documentation
4. If applying for the continuation of a previously granted waiver, provide a progress report of revisions (**see attachment 10**).